

**Approved**  
**June 12, 2006**

## **Statewide Council for Vocational Rehabilitation Meeting**

**March 20, 2006**

### **Members Present**

Kim Egan, Darrell Mattingly, Carl J. Metz, Marlene Huff, Chairperson, Mike Sanders, Beth Smith, & Angela Slaton.

### **Staff Present**

Wade Bailey, Holly Hendricks, Allison Jessee, Jason Jones, Nanci Shelden, Greg Willett, & Mindy Yates.

Marlene Huff called the meeting to order and welcomed everyone.

### **Executive Director's Report**

Beth Smith revealed that Laura E. Owens would continue to oversee the Education Cabinet's Department for Workforce Investment as acting commissioner. Due to Ralph Clark's absence, Beth provided a brief overview of the budget. Four hundred and forty positions were requested by OVR and the house agreed to let OVR have 445 positions. The house also agreed to provide the Office of Vocational Rehabilitation with additional funding. The Senate has not yet voted on this issue. Beth proceeded to say that Ralph Clark would send additional information regarding the details of the budget to council if needed. Mrs. Smith also informed the council of 8 new appointments including the re-appointment of Darrell Mattingly. Beth explained that her and the OVR staff are very pleased with receiving the appointments and are very excited to meet the new council soon. Beth continued to say that this would be Angela Slaton's last meeting. She will be resigning from CAP and she will be greatly missed on the council. Beth was pleased to inform the group that the annual reports are completed and ready for distribution. Jason Jones will have multiple copies of the annual report and each of the remaining and newly appointed council members will receive one. OVR is diligently working on obtaining a new and improved E-mars system. Ralph Clark will be working with Linda Weber and Mary Sue Goins on this new accounting structure in hopes to reconstruct the accounting process and make it user-friendly for OVR staff and our consumers. Regretfully, Beth Smith reported that OVR had previously requested \$200,000 dollars for Supported Employment funding and did not receive it even after Marlene Huff composed a letter for the request. However, Beth informed the council that OVR did receive additional funds and hopefully would be using some of these funds for the Supported Employment program.

### **Programs Services Report**

Wade Bailey provided the Program Services report on behalf of Sherri Greer. Mr. Bailey began by informing the council of yet another successfully completed round of Skills Enhancement Training (SET). He continued to explain the role of SET training in OVR and how it is necessary for all new employees to become more acquainted with the functions of vocational rehabilitation. Mr. Bailey announced that we are happy as an association to host the 2006 Southeast Region National Rehabilitation Association on April 29 - May 2. He further mentioned that there are always good training sessions

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held during the conference and that nationally recognized speakers would be attending. Mr. Bailey next began by discussing Careerscope. Careerscope is a piece of software that the agency purchased a couple of years ago and it is an interest and aptitude test used by our counselors. Careerscope has been in place since December 2004. Holly Hendricks has been in charge of polling our consumers on several different issues. For example, how the consumer liked the Careerscope software and if the consumer benefited from the assessment tool. The best thing that the Vocational Rehabilitation staff found was that the counselors prefer Careerscope and use it on a regular basis to evaluate consumers and their different job interests. Holly informed the groups that the most important find was that the consumers seemed to like it. She continued to explain that it is required by law to conduct a 6 and 12-month follow-up survey for consumers exiting our program and that she is receiving a great amount of positive feedback. Mr. Bailey informed the council that Rehabilitation Technology branch has a replacement for the Lexington office and also have had changes in Northern Kentucky in which a Rehabilitation Technologist moved from Somerset to Northern KY. He also explained that the Office of Vocational Rehabilitation had just completed another round of TRACKS. The next TRACKS will be in mid-April at the Lexington office. The Office of Vocational Rehabilitation has just conducted the Self-Employment Training with Robin Ritter. To further increase the knowledge of OVR's staff, Robin has trained one person in just Self-Employment training for each district to serve as a liaison. Jason Jones then discussed the contents of the 2005 annual report and mentioned that a lot of staff contributed to the annual report. Jason believes that the council could make use of the annual reports and send them to legislators. Jason Jones and Beth Smith will be making visits for the employer recognition awards the first week of April.

#### **Discussion of Council Duties/Training the New Council**

Mindy began by discussing the duties of the council and the re-appointments of the council.

Mindy pointed out that the following are mandated but not appointed.

SILC

WIA

Parent Training

CAP

KDE (Lisa Durham)

VR

New Appointment – Teresa Winkler – Counselor

VR – Beth Smith

**Mindy recommends that the council send a letter to new appointments regarding the categories that they represent. A motion was suggested regarding this issue.** Mindy explained that generally, the council should have about 27 members on the council with at least 51% of the council should be persons with disabilities. **Mindy Yates made the recommendation that we ask for new appointments about April.** Marlene composed a letter to RSA to encourage the re-appointments. Marlene suggested that OVR mail a letter to the new appointees and to survey them and see where they are from so we can have a full council before the next meeting. She also suggested that to the best of our ability to represent the entire state. Marlene said that

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there is not a lot of people from the far west or the far east of the state of Kentucky and prefer to have a representative from each area of the state.

### **Duties of the Council – Functions of the council (Section 105)**

Marlene explained each one of the following:

Review and analyze:

Eligibility

Services

Other Functions

Marlene suggested that the agency continue the functions of the council until the new council is trained on these issues.

Allison Jessee suggested that something has to be done to the State Plan before May 11 and proposed that a discussion was needed regarding the amendments that are changed. Allison provided draft attachments for the State Plan to the council and recommended that a motion on these drafts be made during the business meeting.

The discussion then turned to evaluate effectiveness of the Vocational Rehabilitation program. Mindy Yates informed the council that they had already voted on moving forward with the focus groups. The focus groups will be included into the new consumer satisfaction survey. Mindy suggested obtaining the council's attentive approval for the consumer satisfaction survey. With that being said, the need for a motion regarding the consumer satisfaction plan for focus groups was in play. Marlene suggested that the first thing that the new council members need to be trained on is the Consumer Satisfaction Survey. The council agreed that the consumer satisfaction survey was very important to them as well as the annual report.

The discussion then turned to advocacy. A question arose regarding the new council and advocacy programs. Darrell Mattingly said that he would be pro-active in advocacy training with the new council members. Beth Smith and Mindy Yates asked the remaining council if they could stay around for a while until the new members are trained in the council duties of 2007. The board agreed to help when needed but agreed not to attend the next meeting.

Discussion then turned to what should be taught to the newly appointed council members during the training. Suggestions on what the training should consist of where teaching the ADA, WIA, eligibility, council duties, and federal laws. The annual report should also be included in the packets for the new council members. Marlene suggested putting the notebooks in a CD form or to condense everything. Carl J. Metz suggested a one-day training that was well organized and to distribute materials to the new council members so they can study them later and to even go late if necessary. He also suggested that this should be separate from SCVR meeting. The group decided that the training and meeting should be held in Central Kentucky.

### **Approval of Minutes**

**Motion made to approve December 12, 2005 minutes. Darrell Mattingly first, second Carl J. Metz. Minutes approved unanimously.**

### **Chair Report**

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Marlene Huff reported that OVR staff and the council are diligently working on re-appointments. Marlene informed the group that the OVR staff and council will be welcoming eight new members during the June meeting. Throughout this meeting the council will need to focus on council composition and the need for more re-appointments.

### **Staff Report**

Mindy Yates reported that letters were sent to Governor Fletcher for re-appointments, support of HB 13, and for the support of additional funding for the Supported Employment program. The OVR staff has prepared certificates for employers all across the state. OVR staff nominated these employers. The Henderson County School Systems will be receiving a plaque for the Partnership Award. Beth Smith and Jason Jones will deliver these awards during the first two weeks of April. Marlene Huff will be attending the SCAVR meeting in mid-April and that the afternoon session is for Chair members only. Marlene asked the council to please provide any materials, questions, or concerns, to her so she may bring them up at this forum. On behalf of the council, Mindy Yates personally thanked Beth for fighting for re-appointments and the council appreciates her support.

### **OVR, CAP, SILC, CDPCRC Report**

OVR staff report completed. Center report is in the packet and will be under our business items about what the council wants to do. Darrell gave the SILC report. The SILC has the same issues that the SCVR although they were able to elect a new chair. Her name is Martina Nettleton. No report on CAP.

### **Old Business**

Marlene said that the motion from the Executive committee was tabled until this meeting so there should be a new motion in regards to the by-law revisions. **Darrell made the motion that the conflict of interest section would be taken off of the table for discussion. Marlene second. Motion carried unanimously.** Carl J. Metz informed the council that HB-13 was passed and that they will be back next session to see what we can accomplish. HB 251 has a hearing on March 21, 2006 to discuss the bill.

### **New Business**

Marlene began the discussion of new business. **Marlene recognizes that as a council it is not standard protocol for an election process to be held but that the council has no other choice but to table the slate until the next meeting in June. Motion made by Marlene Huff first, Kim Egan second, motion carried unanimously.** Marlene also suggested that the agency continue to approach the governor's office and ask for re-appointments. **Darrell first, Kim second, motion carried unanimously. Motion made to support the agency to ask for re-appointments for positions instead of names. Darrell first, Angela Slaton second, motion carried unanimously.** Allison Jessee informed the council that State Plan amendments should be approved and revised before May 11, 2006 and the next council meeting. Draft attachments were passed out and Allison stated that if any changes need to be made to contact Allison or Nanci. Allison also informed the council that the State Plan is due on

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May 11, 2006 and that there is not a council meeting between now and May 11. Therefore, the State plan must be approved and/or revised during this current meeting. Marlene proposed the idea that Carl J. Metz or another council member to help Alison with the State Plan and the attachments. Allison said that the members are somewhat limited and she needs a go to person for final approval. Marlene volunteers to look over it. **Darrell made the motion that Marlene be the go to person for Allison and make the final approval for the state plan, Kim seconds. Motion carried unanimously.** Discussion turned to the tentative approval for the consumer satisfaction survey plan. **Marlene suggests that at the June meeting a training of the consumer satisfaction survey by the consumer satisfaction committee be conducted for the whole council. Motion made by Darrell, second by Angela, motion carried unanimously.** CDPCRC graduation date is going to be held on May 16, 2006. Darrell suggested that we have the meeting at CDPCRC and invite the new council members to come to the graduation. Carl J. Metz made the comment that the location of the center is not a good one due to some of the council members' lives. Mindy Yates suggested to the council that council members at least come to the June meeting where they'll be new people and provide them with information and there will be an election at the next meeting. **Mindy Yates made the motion to invite all council members to the graduation and not make it part of the meeting. Carl J. Metz first, Darrell second, motion carried unanimously. Carl J. Metz made the motion to give Darrell Mattingly the responsibility of attending the June meeting to transition the new council members, Kim second, motion carried unanimously. Motion made by Marlene Huff to send a letter to council members from her by e-mail as a template. Darrell first, Angela second. Motion carried unanimously.**

Marlene suggested that an election be held at next meeting even though the council will not have a nominating committee. Marlene also suggested asking the new council members, in the same letter, if they are interested in the any of the following positions that will be open. **Motion to do this, Angela first, second from Carl. No discussion and no opposition. Motion carried unanimously.**

**Next meeting:** Sheraton Suites (Lexington, KY). June 12, 2006.

**A separate meeting/training 2 weeks prior to the council meeting. Council will set up the training.** Agency will provide notification when and where the training will be held and then the council members would be able to come to the meeting.

**Meeting adjourned at 1:20 pm.**